

Republic of the Philippines
PGO RIZAL
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication in the CSC Job Portal of the following vacant positions, which are authorized to be filled at the PGO RIZAL:

EUGENE P. DURUSAN

Date: February 11, 2026

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency / Area of Specialization/ Residency Requirement (if applicable)	
1	Administrative Assistant I (Computer Operator I)	PG-75	7	20,110.00	Completion of 2 years of studies in college (prior to 2018), or High school graduate with relevant vocational/trade course (prior to 2018), or Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track, or Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)	None required	None required	Career Service SubProfessional First Level Eligibility		RPG-R04

2	Administrative Aide IV (Clerk II)	PAS-15	4	16,833.00	Completion of 2 years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)*	None required	None required	Career Service SubProfessional First Level Eligibility		RPG-R04
3	Administrative Aide IV (Clerk II)	PAS-16	4	16,833.00	Completion of 2 years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)*	None required	None required	Career Service SubProfessional First Level Eligibility		RPG-R04
4	Assessment Clerk II	PAS-32	6	18,957.00	Completion of 2 years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)*	None required	None required	Career Service SubProfessional First Level Eligibility		RPG-R04
5	Administrative Aide IV (Reproduction Machine Operator II)	PAS-25	4	16,833.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013, Cat. III)		RPG-R04
6	Local Assessment Operations Officer I	PAS-52	11	30,024.00	Bachelor's degree	None required	None required	Career Service Professional Second Level Eligibility		RPG-R04
7	Local Assessment Operations Officer I	PAS-53	11	30,024.00	Bachelor's degree	None required	None required	Career Service Professional Second Level Eligibility		RPG-R04

8	Security Officer I	PA-22	11	30,024.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional Second Level Eligibility		RPG-R04
9	Social Welfare Officer I	PSW-14	11	30,024.00	Bachelor's degree relevant to the job	None required	None required	RA 1080 (Social Worker)		RPG-R04
10	Social Welfare Officer III	PSW-13	18	51,304.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080 (Social Worker)		RPG-R04
11	Social Welfare Officer III	PSW-33	18	51,304.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080 (Social Worker)		RPG-R04
12	Administrative Aide IV (Clerk II)	PEO-15	4	16,833.00	Completion of 2 years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)*	None required	None required	Career Service SubProfessional First Level Eligibility		RPG-R04
13	Heavy Equipment Operator II	PEO-185	6	18,957.00	High School Graduate (prior to 2016), or Completion of Grade 10/Junior High School (starting 2016) or Completion of relevant vocational/trade course	None required	None required	Heavy Equipment Operator (MC 10, s. 2013, Cat. II)		RPG-R04
14	Administrative Aide VI (Storekeeper II)	RPHS-417	6	18,957.00	Completion of 2 years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)*	None required	None required	None required (MC 10, s. 2013, Cat. III)		RPG-R04

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than February 26, 2026

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
2. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
3. Hard copy or electronic copy of proof of eligibility/rating/license; and
4. Hard copy or electronic copy of Transcript of Records.

This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation. This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to the head of office/ human resource management office/records office, as the case may be:

MS. EUGENE P. DURUSAN

Provincial Government Department Head
Office of the Provincial Human Resource
Management Officer

Ynares Center Complex Brgy. San Roque Antipolo City
256-3000 loc. 5203-5205 / hrmo@rizalprovincialgov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.